

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 7 September 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report, No. 36  
31 August - 6 September 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. The work print of the TSS Film, [redacted] Equipment, has been 25X1 completed and the final negative will be cut by 9 September 1955. The deadline for the finished projection print has been set at 14 Sept. 1955.
2. The linotype proofs of the first issue of Studies in Intelligence have been proof-read and reviewed by [redacted] Chief/ISB and 25X1 Chief/VAS, and they have been returned to PSD/LO for final printing of 1500 copies. C/ISB has been informed by [redacted] that the text material for issue No. 2 will be forthcoming in about two weeks. 25X1
3. The 6 Sept. issue of the Instructors' Guide to Current References has been received from PSD/LO and distributed.
4. [redacted] LETS instructor has requested that ISS/ISB aid in obtaining a set of Reverse-English language tapes, "English for Greeks," from the American Council of Learned Societies. The Library Staff has contacted OO/C and established the necessary liaison with ACIS.
5. The planning and design of a series of 28 training charts for the course on Anti-Communist Operations has been requested by the instructor, Mr. [redacted] 25X1 The charts will be designed by the staff of VAS and the material co-ordinated with the instructor.
6. The Visual Aids Section/ISB has completed a three-panel display of the Office of National Estimates (ONE) which will be used in The Intelligence Products Exhibit conducted by BOC/Basic School. The date of the coming exhibit is 13 September 1955. Under consideration for future exhibits are the layouts and designs for displays of the following offices: OCD/Library, OBI and ORR activities.

7. Training aids completed during the week:

- a. Basic/BOC. Miscellaneous cards, total--10.
- b. Basic/National Intell. Orient. Revision of an existing device.
- c. OTR/Admin Branch. Miscellaneous signs, total--10.
- d. CI Staff/DDP. 1 large wall map, cloth-mounted.
- e. OO/Contacts Div. Miscellaneous cards for the BOC Exhibit, total--15.

8. The total series of 16 charts for the [ ]/OPS 25X1  
School have been completed by VAS. The material is presently in process  
at PSD/L0 for reproduction and photography. A total of 100 printed copies  
each of the charts, plus 15 lantern slides will be produced.

9. Attendance at the language film program:

Portugese	31 August	[ ]	25X1
Russian	1 Sept.		
French	6 Sept.		

10. There were no lesson plans or overseas requests received during the week. 25X1

11. The following ISB personnel will be on annual leave: [ ]  
6 Sept. thru 9 Sept.; [ ] 12 Sept. thru 1 October. 25X1

